

Investigations

GROUND SUPPLY OFFICERS COURSE



GSOC 0203

OVERVIEW

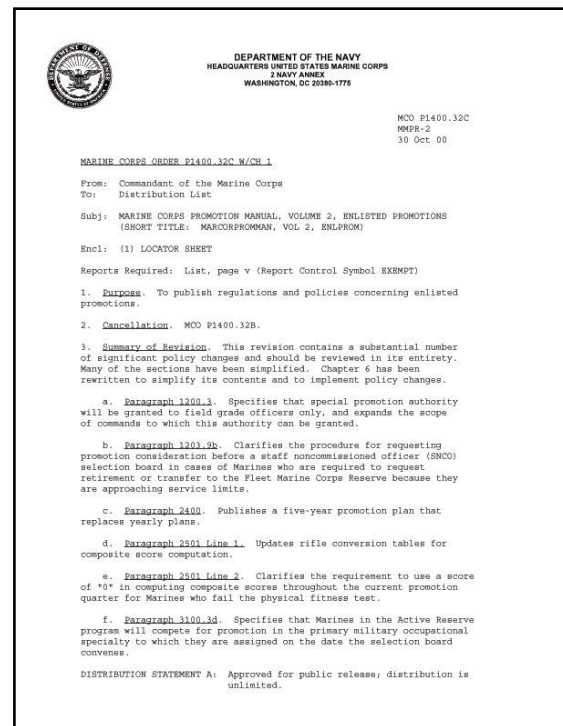
1. General Info
2. Definitions
3. Request Letters
4. Vouchering
5. Action's Required by Investigating Officer, Commanding Officer and Supply Officer



GENERAL INFORMATION

REFERENCES:

1. MCO P4400.150_, chapter 6
2. UM4400-124
3. JAG Manual



DEFINITIONS

1. Investigation
2. Accountable/Non-Accountable Individual
3. Fault/Negligence
4. Indebtedness



Ref: MCO P4400.150_, pages 6-3/6-4

REQUEST

WHO: Requesting Officer

WHEN: Items that are missing, damaged, or destroyed

HOW: Submit letter to the Commanding Officer via the Supply Officer.

TIME: 5 calendar days

Ref. MCO P4400.150_, page 6-7

Sample letters: UM 4400-124, page's 3-6-64/3-6-66

	MON	TUE	WED	THU	FRI	
	1	2	3	4	5	
7	8	9	10	11	12	
4	15	16	17	18	19	

SUPPLY OFFICER'S ACTION

1. Endorse the Requesting Officer's request.
 - Concur or not concur with request.
2. Forward to the Commanding Officer.

NOTE: Supply Officer's endorsement must be submitted within the Requesting Officer's 5-day window

SUPPLY OFFICER'S ACTION

RECOMMENDATION CRITERIA:

Ref: UM 4400-124, pg. 3-6-19

Paragraph "C"

1. Required
2. Not Required



APPOINTMENT

1. Commanding Officer has 5 calendar days to:
 - a. Appoint an investigating officer or
 - b. Determine no investigation is required.

	MON	TUE	WED	THU	FRI	
	1	2	3	4	5	
7	8	9	10	11	12	
4	15	16	17	18	19	

APPOINTMENT RESTRICTIONS



MCO P4400.150_, page 6-9

VOUCHER NUMBER

M21810-2318-0001

PURPOSE: Allows an easy audit trail for all correspondence and transactions, which deal with or are the result of an investigation.

Ref: UM 4400-124, page 3-2-16

QUESTIONS?



BREAK



DUTIES OF INVESTIGATING OFFICER

Investigating officer will be guided by the JAG
Manual, section 0606.

MCO 4400.150_, page 6-10

REPORT OF INVESTIGATION

TIME LIMIT: 30 calendar days to complete and submit to the Commanding Officer.

MCO P4400.150_, page 6-14

EXTENSION: An extension may be authorized in writing and will become part of the investigation.

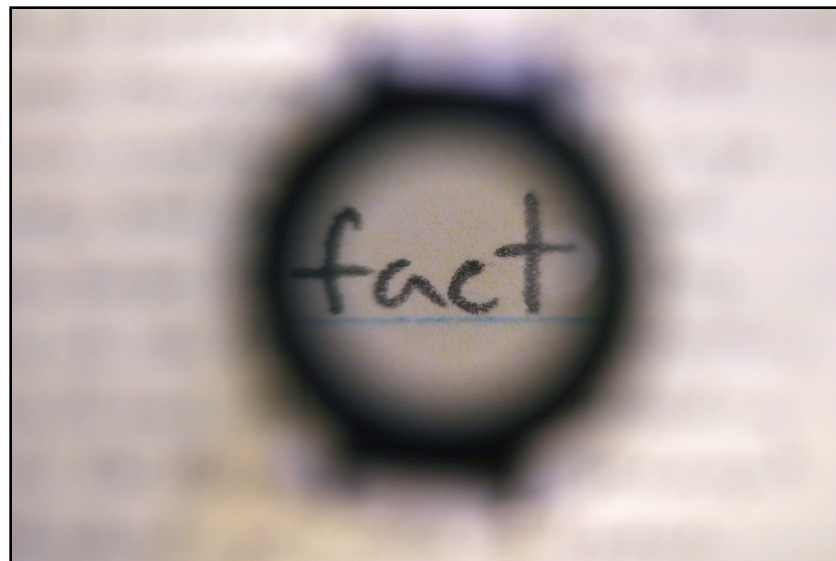
MCO P4400.150_, page 6-14

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CONTENTS

GENERAL SUMMARY

1. Finding of Fact
2. Opinions
3. Recommendations



Ref: MCO P4400.150_, pages 6-11 and 6-12

CONTENTS cont.

CONDITION OF THE PROPERTY:

(Responsibility of Investigating Officer to determine the present condition and recommend disposition.)

1. Serviceable
2. Operational ready
3. Altered without authorization
4. Obsolete



CONTENTS cont. 1

UNSERVICEABLE: Classification of property will govern the final material disposition action taken.

CATEGORIES

1. Salvage
2. Scrap
3. Reparable
4. Obsolete Missing, Lost, or Stolen



CONTENTS cont. 2

CAUSE OF PRESENT CONDITION

DISPOSITION RECOMMENDATION

1. Retain for use
2. Excess and dispose as required by regulations
3. Cannibalize
4. Dispose of per regulations
5. If serviceable drop and take up under new size or nomenclature
6. Drop from property records
7. Recommendations

Commanding Officer's Action

1. Accept report
2. Reject any portion or entire investigation
3. Forward endorsed copy to supply officer for action



MCO P4400.150_, paragraph 6010

SUPPLY OFFICER'S ACTION

UM 4400-124

1. Disposition, page 3-6-24
2. Certification, page 3-6-24
3. Red Lining, page 3-6-24

MCO P4400.150_

4. Filing

-Retention is 5 years. Page 2-18

UNITED STATES MARINE CORPS
Marine Corps Combat Service Support Schools
Training Command
PSC Box 20041
Camp Lejeune, NC 28542-0041

IN REPLY REFER TO:
4400
SUP

From: Supply Chief
To: Responsible Individual, Account# Y02

Subj: QUARTERLY INVENTORY OF SECTION MATERIAL FILE

Ref: (a) UM 4400-124
(b) MCO 4400.150E

Encl: (1) Current SMF dtd 04 MAY, 2004
(2) Blank Discrepancy letter
(3) Delegation of Authority Letter

1. Per the references, conduct a physical inventory of all property listed on enclosure (1), to include verification of serial numbers listed on the SMF and SL-3 components. This must be accomplished **within fifteen calendar days. Return to MCCSSS, SUPPLY by 19 MAY, 2004.** Upon completion of the validation of the SMF, the RI will contact MCCSSS, SUPPLY to reconcile the SMF. Reconciliation of SMF account(s) must be completed no later than due date.

2. The Responsible Individual will acknowledge receipt of the enclosures:
Signature [Signature]

3. Points of contact are Cpl Prejean and LCpl Barrera at extension 0949.
[Signature]
R.E. BRYANT

040519

FIRST ENDORSEMENT
From: Responsible Individual, Account # Y02
To: Supply Chief

1. Enclosures (1), (2), and (3) are returned. I certify that the property listed is on hand and assume responsibility for the quantities.
[Signature]

QUESTIONS?



SUMMARY

1. General info
2. Definitions
3. Request Letters
4. Vouchering
5. Action's required by Investigating Officer, Commanding Officer and Supply Officer.



PRACTICAL APPLICATION



Investigations

GROUND SUPPLY OFFICERS COURSE

BREAK

